> **✅ Note**
>
> If you have selected to link the image, Calc may present a confirmation dialog with options to continue with the link or to embed the image instead. An option is provided on this dialog to prevent it being displayed in future.
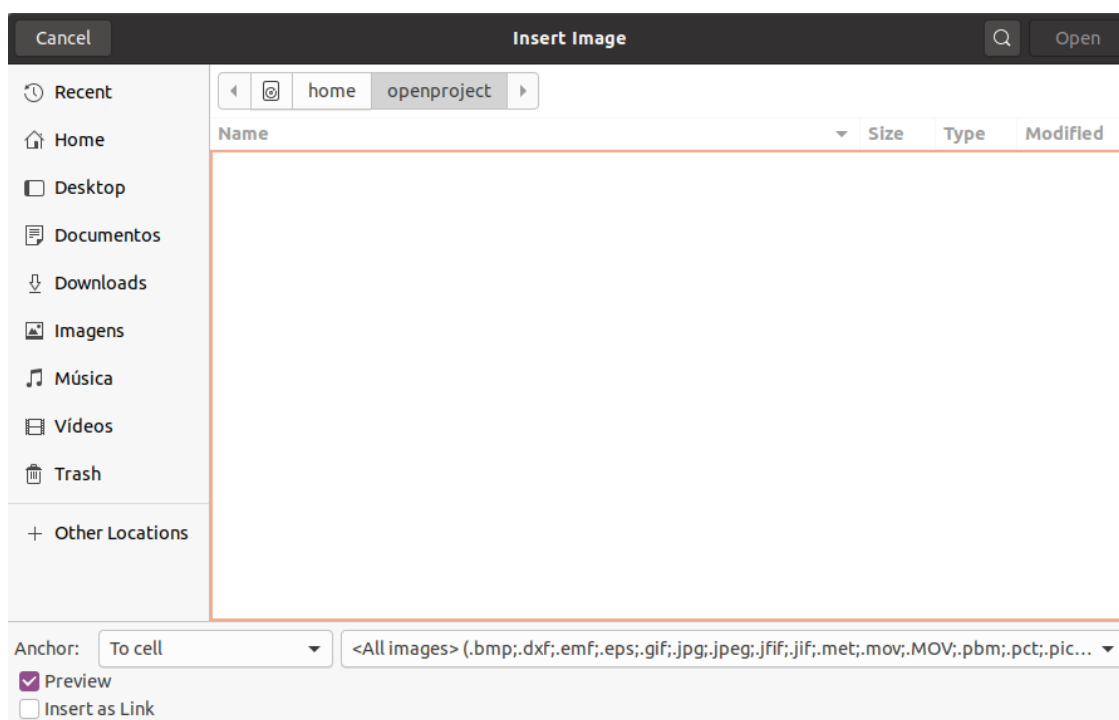

Figure 178: Insert Image dialog

Linking or embedding an image file

Embedding an image into a spreadsheet makes the image a permanent part of the spreadsheet file. Any changes you make to an embedded image will appear only in that spreadsheet; the original image will not be affected.

If you select the **Link** option in the Insert Image dialog, or use *Ctrl+Shift* during the drag and drop method, Calc creates a link to the file containing the image instead of embedding it. The image is displayed in the document, but when the document is saved, it contains only a reference to the image file, not the image itself. The document and the image remain as two separate files, and they are merged together only when you open the document again.

Linking an image has two advantages and one disadvantage:

- Advantage – You can modify the image file separately. The modified image will appear on the next time you open the spreadsheet. This can be a big advantage if you (or someone else, perhaps a graphic artist) is updating images.

- Advantage – Linking can reduce the file size of the spreadsheet when it is saved, because the image file itself is not included. However, file size is usually not a problem on modern computers, and Calc can easily handle large files.

- Disadvantage – If you send the document to someone else, or move it to a different computer, you must also send the image files and keep the same file structure. For example, you might keep image files in a subfolder named *Images* inside the same folder containing the Calc document. Any recipient of the spreadsheet needs to put the image files in a subfolder with the same name in the same named folder as the spreadsheet.